



JEFFERSON COUNTY PUBLIC HEALTH

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Compliance Checklist Clean Indoor Air Act (RCW 70.160 — Initiative 901)

Required Actions

✓ **Post no-smoking signs that are visible in your establishment**

Signs that prohibit smoking must be posted conspicuously at each building entrance. For retail stores and retail service establishments signs must also be placed in prominent locations throughout the place of business. You may want to design or purchase your own signs. No Smoking signs are also available through the following:

- Jefferson County Public Health (limited basis)
- Department of Health <http://www.doh.wa.gov/Tobacco/other/smokefreesigns.htm>

✓ **Prohibit smoking within your place of business**

Owners and managers must prohibit anyone from smoking within their place of business. This includes employees, vendors and customers. For hotels and motels this includes no less than 75% of the sleeping quarters that are rented to guests.

✓ **Prohibit smoking within 25 feet of entrances, exits, windows that open, and ventilation intakes that serve the enclosed area where smoking is prohibited.**

Owners and managers are responsible for enforcing this provision on their property or under their control. If smoking occurs within 25 feet on the property that is not under control of the owner or manager (public sidewalks, for example) then local law enforcement agencies are responsible for enforcement. People passing by or through a public place while on a public sidewalk or public right of way are not considered to have intentionally violated this provision.

Suggested Actions

The following actions are not required by the new law, but have been shown to be helpful in other cities, counties and states that have adopted similar smoke-free regulations.

- Remove smoking paraphernalia such as ashtrays, matches or other items that support or encourage smoking.
- Discuss changes with your employees. Talk with them about concerns they may have about their own smoking behavior or how they are expected to deal with customers on the issue.
- Communicate the changes to your customers. This can be done through in-person conversations, additional signage and advertising.
- Provide information to employees and customers about where they can get help to quit smoking.